



Professional Learning Committee

Terms of Reference

1. Authority

Pursuant to the Terms of Reference of the CASS Governance and Nominating Committee, the Professional Learning Committee is created by and shall be responsible to the Governance and Nominating Committee.

2. Purpose

The purpose of the Professional Learning Committee is to provide informed advice, and recommendations on matters pertaining to professional learning within the context of the Continuing Education Program (CEP). The committee plays a key role in shaping the strategic direction, planning, implementation, and ongoing evaluation of professional learning opportunities to ensure they are relevant, responsive, and aligned with the guiding principles and program learning outcomes of the program. Through collaboration and input from stakeholders, the committee supports a culture of continuous improvement and lifelong learning for system education leaders engaged in continuing education.

3. Mandate

The mandate of the Professional Learning Committee is to:

- a) advise the Principal Leadership Consultant on matters related to professional learning.
- b) provide recommendations that enable CASS Board sanctioned conferences and related professional learning to effectively meet the requirements of the CEP.
- c) review the Terms of Reference for this Committee and suggest revisions, as needed.

4. Membership

The Committee membership shall include one regulated member from each Zone, the Principal Leadership Consultant (non-voting member), and the CASS CEO (non-voting member).

5. Limits on Authority

The Committee has advising and recommending authority, not decision-making authority.

6. Reliance on Management and Experts



The CASS CEO has enlisted the assistance of the Principal Leadership Consultant to engage the Committee in this work.

7. Limitations on Committee's Duties

In contributing to the Committee's work, each Committee member shall be obligated to exercise the care, diligence, and skill that a reasonably prudent person would exercise in comparable circumstances.

8. Meetings

- a) The Committee shall meet at least two times per year, with additional meetings at the call of the chair.
- b) Quorum shall consist of a majority of the Committee members.

9. Reporting

The Committee will provide regular communication to the Governance and Nominating Committee, as requested.

10. Operation Procedures

The Chairperson of the Committee will:

- a) be appointed by the Governance and Nominating Committee;
- b) review the Terms of Reference in consultation with the Principal Leadership Consultant to ensure the mandate of the Committee is met;
- c) advise the Principal Leadership Consultant on preparing and distributing meeting agendas in advance of meetings; and
- d) ensure reporting requirements identified for the Committee are met.